



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.21-DOE

Subject: Individual Program Plan Manual

Supersedes: DYD 17.6

Local policy: No

Local procedures: No

Requires training: Yes

Approved by:

Effective date: 07/01/1990

Authority:

TCA 37-5-106

ACA Standard:

6156, 6160, 6161-6163,
7134-7138, 9334, 9399,
9340, 9342, 9244, 9375,
9387, 9390, 9391, 9400

- I. APPLICATION: To all employees of the Department of Children's Services.
- II. POLICY: The Individual Program Plan Manual shall be the procedure for evaluating, classifying, and preparing the individualized program for the treatment of youths in the Department of Children's Services.
- III. PROCEDURES:
 - A. The operational procedures outlined in the IPP Manual shall be implemented by Department of Children's Services Managers and their designee(s).
 - B. The IPP Manual shall be made available-to all staff involved with classification and program planning.
 1. The department head of each respective program area shall provide his/her employees with a copy, or access to a copy, of the current manual.
 2. One copy of the current IPP Manual will be placed and maintained in each program unit's manual of operations.
 3. Training in the use of the manual shall be included in (pre-service and in-service training for treatment program employees).

- C. The IPP Manual shall be reviewed at least annually by the Commissioner of Children's Services or designee.

IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**